

Provision of Legal Services

1. Introduction

Church World Service (CWS) Africa is a faith-based organization committed to sustainable development, disaster relief, and refugee assistance in approximately 80 countries worldwide. Founded in 1946, CWS works with vulnerable individuals and communities to identify local needs and implement practical, community-driven solutions that advance peace, justice, and human dignity.

CWS Africa invites Expressions of Interest from qualified and reputable legal firms to provide legal advisory, compliance, and representation services. The selected firm should demonstrate strong expertise across relevant practice areas and the capacity to deliver timely, high-quality support aligned with CWS Africa's operational needs.

2. Objective

The objective of this EOI is to identify and prequalify legal firms capable of delivering high-quality, timely, and cost-effective legal advisory and compliance services.

3. Scope of Services

The selected firm(s) will provide legal services on a retainer and/or call-off basis. CWS Africa is seeking firms with demonstrated strength in the priority legal service areas below, with the ability to support cross-border and operational requirements where applicable to support **Corporate and Commercial Law**

4. Eligibility Criteria

Interested legal firms must meet the following minimum requirements:

- Valid registration and licensing to practice law in the relevant jurisdiction(s)
- Demonstrated experience in at least three of the priority service areas listed in this EOI
- Proven track record with corporate and/or non-profit clients
- Strong understanding of local regulatory frameworks
- Availability and capacity to provide timely support

5. Submission Requirements

Interested firms should submit a concise and complete EOI demonstrating capability in the priority service areas for which they wish to be considered.

- Company profile, including organizational structure
- Details of relevant experience and key personnel
- Description of approach and methodology
- Client references (at least 2-3)
- Proposed fee structure (retainer and/or hourly rates)
- Any additional value-added services

6. Evaluation Criteria

Submissions will be evaluated based on:

- Relevant experience and expertise
- Understanding of the scope and client needs
- Professional capacity and qualifications
- Cost competitiveness
- References and past performance

Criteria	Means of Verification (Evidence Required)	Weight (%)	Score (1-5)	Weighted Score
1. Years of operation, reputation, and overall experience	<ul style="list-style-type: none"> • Certificate of incorporation/registration; • valid practicing license; • firm profile indicating years of operation; • evidence of reputation (awards, rankings, or client testimonials). 	10%		
2. Demonstrated expertise in the priority service areas	<ul style="list-style-type: none"> • Firm profile indicating relevant practice areas; • representative case studies or assignments; • sample legal work or advisory outputs, where available. 	15%		
3. Experience and qualifications of proposed legal team	<ul style="list-style-type: none"> • CVs of key personnel; • academic and professional certificates; • valid practicing certificates; • years of post-qualification experience; • membership in professional bodies. 	15%		
4. Past similar assignments and client references	<ul style="list-style-type: none"> • List of assignments (last 3-5 years); • reference letters; • sample contracts/engagements (where available); • contactable referees. 	10%		
5. Understanding of scope, risks, and legal environment	<ul style="list-style-type: none"> • Technical proposal; • interpretation of scope; • identification of legal risks and mitigation strategies; • demonstration of sector regulatory knowledge. 	10%		
6. Approach to service delivery, responsiveness, and innovation	<ul style="list-style-type: none"> • Service delivery model (SLA, response timelines); • communication and escalation procedures; • use of legal technology; • examples of innovative solutions. 	10%		
7. Knowledge of local laws and regulatory frameworks	<ul style="list-style-type: none"> • Evidence of local experience; • valid operating licenses; • experience with regulators (e.g., tax, land, procurement authorities); • publications or legal opinions (if available). 	10%		
8. Transparency and absence of conflicts of interest	<ul style="list-style-type: none"> • Signed conflict of interest declaration; • disclosure of relationships; independence/ethical compliance statement. 	5%		
9. Capacity and availability	<ul style="list-style-type: none"> • Ability to deliver timely support and dedicate resources 	5%		



Fee Structure and Cost Competitiveness	<ul style="list-style-type: none"> • Detailed financial proposal; • breakdown of fee structure (hourly rates, retainers, or fixed fees); • clarity and transparency of pricing; • any discounts or value-added services; • alignment with market rates and cost reasonableness. 	10%		
---	--	-----	--	--

Priority Service Area	Score (1-5)
Corporate and Commercial Law	
Procurement and Contract Management	
Employment and Labour Law	
Litigation and Dispute Resolution	
Regulatory Compliance	
Real Estate and Property Matters	
Lease Advisory and Property Management	

Scoring Guide	
Score	Meaning
5	Excellent – fully meets and exceeds requirements
4	Good – meets requirements with minor gaps
3	Satisfactory – meets basic requirements
2	Weak – partially meets requirements
1	Poor – does not meet requirements

CWS Africa intends to prequalify one or more law firms for engagement on a retainer and/or call-off basis. Firms should clearly indicate the jurisdictions they cover directly, any affiliate or correspondent arrangements they rely on, and the specific service areas for which they are submitting.

7. Submission Instructions and Timeline

7.1 EOIs must be submitted electronically through the Coupa Procurement Portal in PDF format: https://supplier.coupa.com/quotes/public_events?customer=cwsglobal&company_name=Church+World+Service

7.2 **Submission Deadline: 12th June 2026 at 1700 EAT**

8. Indicative Timeline

Activity	Date
EOI Issue Date	29 May 2026
Questions & Answers	If any, Submit Questions in writing to: Procurement@cwsafrica.org . Last Day for Questions: 4 th June 2026; 1600 HRS. Questions will be answered by: 8 th June 2026; 1600HRS. All questions received will be consolidated and responses will be shared with all vendors.
Submission Deadline	12 June 2026, 1700, HRS
Evaluation Period	15-20 June 2026
Notification of Results	26 June 2026

9. Clarifications and Enquiries

All requests for clarification must be submitted in writing to procurement@cwsafrica.org.

- Clarification requests must be received by **4th June 2026**
- Responses will be shared with all bidders via official channels
- Only written responses from CWS Africa are binding
- CWS Africa may issue addenda or amendments at any time

10. Disclaimer

This Expression of Interest is issued solely for the purpose of identifying and prequalifying suitably qualified law firms and does not constitute a commitment to award a contract.

CWS Africa reserves the right to:

- Accept or reject any submission
- Cancel or modify the process at any stage
- Request additional information from applicants

Only shortlisted firms will be contacted following completion of the evaluation process.

Issued by:

Church World Service (CWS) Africa